

Policy

Research Publication Authorship, Affiliation and Acknowledgements

NSWHP_PD_026



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1. Purpose

This policy provides NSW Health Pathology (NSWHP) employees, students, and other external research colleagues, the requirements for research authorship and affiliation, and information on how to acknowledge the support provided by NSWHP in completing research and research-related activities, including clinical trials. It is designed to promote good practice, ensuring that NSWHP complies with [the Australian Code for the Responsible Conduct of Research 2018 \('the Code'\)](#) and its associated Authorship Guide.

2. Background

NSWHP is responsible for ensuring the people of NSW have access to the public pathology and forensic services that they need. NSWHP's vision is Connecting (we listen, learn, adapt and deliver better outcomes), Caring (we put people at the centre of all we do) and Pioneering (we have the courage and conviction to discover new and better services). Underpinning this vision is the acknowledgement of the important contributions NSWHP plays in helping create better health and justice systems in NSW.

This Policy should be read in conjunction with [the Code](#), the [International Committee of Medical Journal Editors \(ICMJE\) Recommendations 2018](#), [NSW Health Research Governance in NSW Public Health Organisations Guideline GL2011_001](#) and [NSW Health Public Communications Procedure PD2017_012](#).

NSWHP has adopted the principles embodied in the Code and the ICMJE recommendations, including the responsibilities of all researchers for the **fair, honest** and **transparent** attribution of authorship in research outputs.

An author is an individual who:

- has made a significant intellectual or scholarly contribution to research and its output, and
- agrees to be listed as an author

Authorship should be approached with fairness and a generosity of spirit while maintaining the principles and responsibilities of the Code and this Policy, and should be discussed at an early stage in a research project.

NSWHP researchers are expected to disseminate their research and publish in the best possible outlets. In doing so, they need to ensure their affiliation is correctly listed and that appropriate acknowledgement is given for any support provided in undertaking that research.

NSWHP also expects that external researchers will ensure that appropriate acknowledgment is given for any support provided by NSWHP to that research.

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Why is acknowledging and affiliating NSWHP to your research so important?

Through acknowledging the role NSWHP plays in supporting your research project, you:

- Enable us to promote the work you are doing internally and externally through communications.
- Provide evidence needed to apply for state and national investment into further NSWHP research.
- Foster new research partnerships and collaborations with your colleagues within NSWHP as well as external tertiary and medical research institutes.
- Promote NSWHP and its staff as active contributors to the research community with the public interest at heart.
- Encourage staff and students to move into dual research/service delivery careers within NSWHP.
- Give credit to the in-kind support and/or contributions NSWHP has made towards your research.

3. Scope

This Research Authorship, Affiliation and Acknowledgement Policy applies to people who are or have been involved in the conduct of research associated with NSWHP or affiliated with NSWHP resources and/or facilities. This includes all NSWHP employees, students, trainees and other external research staff involved in research and/or research-related activity.

This policy:

- a. Outlines the responsibilities of all researchers for the fair, honest and transparent attribution of authorship in research outputs.
- b. Defines the requirements for acknowledging the support provided to research by NSWHP.
- c. Provides examples of affiliation and acknowledgment.
- d. Provides a roadmap for communicating research activities and related publications with relevant NSWHP colleagues.
- e. Outlines the roles and responsibilities for managing research attributions in preparation for the dissemination of research outcomes in publications and other communications, including the media.

4. Definitions

Acknowledgment: Is a written expression of recognition in publications and presentations made to an individual or organisation that does not meet the requirements for authorship but has provided a valuable contribution to the relevant research. ("[Guidance on Authorship in Scholarly or Scientific Publications.](#)" *Office of the Provost.* Yale University, 2017. Web. 4 July 2017).

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Administering Institution: The institution which is able to receive and administer research funding.

Authorship: In line with the Code and this Policy, authorship must be based on a significant scholarly or intellectual contribution.

Corresponding author: Is the individual who, when working on a scientific paper with multiple authors, takes primary responsibility for communicating with the journal you intend to publish in.

Full support: Total funding and infrastructure support offered by NSWHP.

ICMJE: The International Committee of Medical Journal Editors.

In-kind support: Includes contributions of goods, commodities, materials or services, instead of money, such as support provided through use of infrastructure and/or human capital or supply of specimens or data.

Intellectual Property: As per [NSW Health PD2005_370](#) is the “legally recognised outcome of creative effort and economic investment in creative effort”. This includes rights to ‘protection of intellectual activity including ideas and information’ ([Intellectual Property Framework CG_007](#)).

IP Coordinator: The person appointed as such under the [NSW Health Pathology Intellectual Property Framework NSWHP_CG007](#).

Leading author: The lead author, or first author, is the first named author of a publication.

Media releases: Includes media statements, alerts, enquiries or interviews, journalist briefings, editorials for newspapers, newsletters, magazines and other publications, letters to the editor, and TV or radio broadcasts.

NSWHP: NSW Health Pathology.

Partial support: Funding or in-kind support that only partially covers the total cost of the activity. This can include infrastructure and/or human capital support.

Publication: Articles, abstracts, manuscripts submitted for publication i.e. journals, presentations at professional meetings, applications for funding or other non-traditional media.

Research Misconduct: Ghost, gift, or honorary authorship; breach of contractual obligations and/or ethical/legal issues surrounding research projects; potential breaches to research policy.

Research Partner: Is any commercial or non-commercial research organisation collaborating with NSWHP or using our research services.

Senior Author: Is usually the first or last author and the corresponding author. They are the primary progenitor and conducted the largest part of the research (Day R.A, Gastel B (2011) *How to write and publish a scientific paper*. Santa Barbara, CA: Greenwood).

Sponsor: An individual, company, institution or organisation that takes responsibility for the initiation, management and/or financing of the research ([NHMRC National Statement on the Ethical Conduct in Human Research](#)).

The Code: The 2018 Australian Code for the Responsible Conduct of Research.

5. Policy Statement

5.1. Policy principles

Researchers have a responsibility to disseminate research findings responsibly, accurately and broadly, and where necessary, take actions to correct the record in a timely manner. This includes accurate reflection of contributions in authorship, acknowledgements and citations.

5.1.1. Attribution of authorship

Key principles

- The attribution requirements of this Policy apply to all staff and students of NSWHP.
- It is the responsibility of all researchers to ensure the fair, honest and transparent attribution of authorship in research outputs.
- Authorship must be based on a significant scholarly or intellectual contribution.
- The right to authorship is not tied to position or profession: ghost, gift, or honorary authorship is unacceptable.
- All authors must; agree in writing to the attribution of authorship, be accountable for the research output, and read/approve the submitted version.
- All individuals and organisations that contributed to the research outcome must be properly acknowledged or disclosed.
- NSWHP encourages all authors to publish in the most appropriate outlets relevant to the discipline, and to avoid 'predatory publishers' who engage in unprofessional or unethical practices.
- Authors must consider confidentiality, contractual and other legal requirements, and the potential loss of important Intellectual Property (e.g. patent) rights, before submitting a draft article for publication, seeking advice from NSWHP's Research and Innovation Office or Corporate Governance team as required.

In line with the Code/ICMJE recommendations, authorship must be based on a significant scholarly or intellectual contribution:

- a) Attribution of authorship must be based on a substantial contribution to the following activities:
 - Conception and design of the project; OR
 - Acquisition of research data where the acquisition has required significant intellectual judgement, planning, design, or input; OR
 - Analysis and interpretation of the data on which the research output is based; AND
 - Drafting significant parts of the research output or critically reviewing it so as to contribute to the interpretation; AND
 - Final approval of the version to be published.

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- b) Authorship must be offered to those who meet requirements set out in 5.1.1a).
- c) The right to authorship is not tied to position or profession: **ghost, gift, or honorary authorship is unacceptable** and is a breach of the Responsible Conduct of Research Policy and the Code.
- d) In addition to being accountable for the parts of the work conducted, a leading author must be able to identify which co-authors are responsible for specific parts of the work.

Recommendations

- At an early stage of the research project, discuss authorship of a research output with all other researchers involved.
- Review authorship whenever there are changes in participation.
- Where there are multiple authors, appoint a corresponding author.
- As the accepted practice for the order of author names on a research output varies between disciplines, that order should be determined, recorded and reviewed in tandem with any other decisions about authorship. Authors should be prepared to explain the listing order, if required.
- As an acknowledgement of the institutional contribution to the delivery of research outcomes, authors must cite their institutional affiliation(s) in any research output. All NSWHP staff and student authors are required to add NSWHP as their primary affiliation for work conducted as part of their employment with NSWHP (including work involving any use of NSWHP resources).

5.1.2. “Attribution opposite” of authorship

Authorship must not be offered purely on the following grounds:

- a) Holding a position of authority, e.g. head of a research group or a supervisory role (‘gift’ or ‘honorary’ authorship).
- b) Facilitating the acquisition of funding, materials, infrastructure or access to equipment.
- c) Providing routine assistance (e.g. standard of care) in some aspects of the project.
- d) Providing routine technical support, advice or assistance, data that has already been published, or materials obtained from third parties, but having no substantial input to the research output.

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5.1.3. Authorship accountability

- a) All listed authors are collectively accountable for the whole research output.
- b) All listed authors must agree to be listed as an author.
- c) Written permission from all authors is required in case of inclusion or exclusion of author(s) and changes in the author order.
- d) Authors are directly responsible for the accuracy and integrity of their contribution to the research output.
- e) Authors must notify the Research and Innovation Office ([NSWPATH-Research@health.nsw.gov.au](mailto:Research@health.nsw.gov.au)) immediately if they become aware of any complaints regarding the accuracy or integrity of their publication.
- f) All authors are expected to critically read and approve the submitted version.
- g) Authors should take steps to ensure that they have confidence in the accuracy and integrity of the contributions of their co-authors. Publications may not proceed if any of the authors have valid reservations concerning the theory, data or its interpretation underpinning critical parts of the work, or citations or lack thereof.
- h) All individuals and organisations that contributed to the research outcome (e.g. technical writers, funding bodies, research students), must be properly acknowledged or disclosed, if relevant, within the research output.
- i) NSWHP staff and students must act in accordance with copyright laws, including ensuring that they do not breach another party's copyright (e.g. by using another's copyright material without the copyright owner's consent) and respecting the moral rights of individual authors.
- j) NSWHP staff and students must also consider any confidentiality, contractual, or other legal requirements before submitting a publication, and seek advice from NSWHP's Corporate Governance team at NSWPATH-Legal@health.nsw.gov.au as necessary.
- k) NSWHP staff and students should consider the potential loss of Intellectual Property rights (e.g. patents) before publishing and seek advice from NSWHP Research and Innovation team as necessary.
- l) All authors must declare any real, or perceived conflicts of interest relating to their research project when they become apparent. Conflicts of interest involving NSWHP staff or students must be notified and managed in accordance with the [NSWHP Conflicts of Interest and Gifts and Benefits Procedure NSWHP_PCP_001](#).

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5.1.4. Authorship and affiliations

- a) All NSWHP researchers, staff and/or students, involved in research activity supported by NSWHP, in-kind or otherwise, must include 'NSW Health Pathology' as part of their affiliation in all relevant publications, reports and correspondence.
- b) All NSWHP author affiliations must include the following elements in the following order;
 - 1) The name of the clinical service or specialty;
 - 2) 'NSW Health Pathology';
 - 3) Location of the service or specialty;
 - 4) and any additional partnership affiliations (where applicable);
 - 5) City and State, Country.

For example:

¹Microbiology, NSW Health Pathology, Westmead Hospital and Institute of Clinical Pathology and Medical Research, Westmead, NSW, Australia.

- c) Where NSWHP's contribution involves multiple laboratories and researchers, you can use a generic author, such as;
'NSW Health Pathology Researchers^{1*}'

For example:

¹ NSW Health Pathology, NSW, Australia.

*This includes, but is not limited to, these people and their laboratories; First name Surname, First name Surname and First name Surname.

- d) NSWHP author affiliation (section 5.1.4b or 5.1.4c) should always be included by NSWHP staff/students in cases where:
 - 1) NSWHP in-kind resources are used for the research.
 - 2) NSWHP staff holding dual positions are conducting research within a NSWHP facility.
- e) NSWHP staff involved in research at a NSWHP facility that are funded to conduct research by a research partner, should:
 - 1) Include 'NSW Health Pathology'; as the author affiliation (section 5.1.4 b), in addition to other relevant organisations.
 - 2) Acknowledge the funding support provided by the research partner(s) (section 5.1.5 c).
- f) NSWHP staff and students involved in research at a facility other than NSWHP, that has received partial in-kind or funding support by NSWHP, should include both NSWHP and the research partner institution as dual affiliations as follows:

For example: **Surname, FirstName^{1,2}** or ¹

¹ School of Biomedical Sciences, University of Newcastle, Newcastle, NSW, Australia.

² Anatomical Pathology, NSW Health Pathology, John Hunter Hospital, Newcastle, NSW.

or

¹ School of Biomedical Sciences, University of Newcastle and Anatomical Pathology, NSW Health Pathology, John Hunter Hospital, Newcastle, NSW.

- g) Funding and/or in-kind support provided by NSWHP to any external research should be

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recognised by appropriate acknowledgement in all research publications. See section 5.1.5.

- h) For conjoint or adjunct academic appointments please ensure you meet the academic institution's requirements in acknowledging the relevant institution in any publications and/or conference papers.

5.1.5 Acknowledgments

- a) Any in-kind support provided to research, tangible or intangible, which does not meet the criteria for authorship should be listed as acknowledgements. Where appropriate, include a brief indication of the nature of the contribution.

For example:

This research was supported by the NSW Health Statewide Biobank and NSW Health Pathology through their contribution of patient samples linked to health outcomes data.

- b) Always check and follow the specific requirements around listing of acknowledgements in the publication journal.
- c) NSWHP authors must always acknowledge the support offered by NSWHP, research partners, sponsors or organisations.
- d) NSWHP research that has been directly funded by a research partner should follow the acknowledgement guidelines of the research partner. In the case that no guidelines are available, we recommend using the following acknowledgment statement:

This research was funded by *[insert name of institution/sponsor/organisation]*.

- e) For NSWHP research that has been provided with in-kind support by a research partner, we recommend using the following acknowledgment statement:

This research was supported by *[insert name of institution/sponsor/organisation]*.

- f) For research partners where the research was directly funded by NSWHP, the following acknowledgment statement must be used:

This research was funded by NSW Health Pathology, Research and Innovation (Project ID#XXXX)

or

[Name of researcher/research group] is the recipient of a NSW Health Pathology, Research and Innovation, *[Name of Scholarship/Fellowship/Innovation Grant etc.]* (Project ID#XXXX)

- g) For research partners where research has not been directly funded by NSWHP, but in-kind or partial funding support has been provided, the following acknowledgment statement must be used:

For example:

This research was supported by NSW Health Pathology, Clinical Chemistry, Royal Prince Alfred Hospital, Camperdown, NSW. www.pathology.health.nsw.gov.au.

- h) For contract research conducted by NSWHP as part of a fee-for-service arrangement, appropriate acknowledgements must be made as stipulated in the contract or service

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agreement. NSWHP does not expect acknowledgments for research as a service, although publication 'methods' should include where the measurements were conducted in NSWHP.

5.1.6 Special cases

- a) In the case where contract research attributes an individual NSWHP employee as part of authorship due to substantial contributions made to the research, then the affiliation should include 'NSW Health Pathology' as part of the author affiliation (section 5.1.4 b).
- b) In the case where a publication may contain a message or view which is not endorsed by NSWHP and may be construed/interpreted as being that of NSWHP, one of the following acknowledgments must be used:

For example:

This research was [supported/partially supported/supported in-kind] by NSW Health Pathology. The views expressed herein are those of the authors and are not necessarily those of NSW Health Pathology.

Or

This research was supported/partially supported under the NSW Health Pathology, Research and Innovation funding scheme (Project ID#XXXX). The views expressed herein are those of the authors and are not necessarily those of NSW Health Pathology.

5.1.7 General Publication responsibilities and requirements

- a) NSWHP encourages all authors to publish in the most appropriate outlets relevant to the discipline, and to avoid 'predatory publishers' who engage in unprofessional or unethical practices.

How to identify predatory publishers:

- Check if the journal is indexed by [JCR](#) or/and [DOAJ](#). If they are, this is a good indicator that the journal is not predatory.
- Go to [! Think v Check > Submit](#) for tips on how to check a journals credibility.
- Manuscripts are requested to be submitted via email.
- Rapid publication is promised.
- There is no retraction policy.
- Article processing/publication charge is very low (<\$150 USD).
- Journal fails to mention copyright
- And many more in [Beall's list of predatory journals and publishers](#)

- b) NSWHP staff must act in accordance with copyright laws, including ensuring that they do not breach another party's copyright (e.g. by using another's copyright material without the copyright owner's consent) and respecting the moral rights of individual authors.
- c) NSWHP staff must act in accordance with confidentiality agreements. If you are unsure

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whether a confidentiality agreement is in place, check with the Chief Investigator or Research (Study) Sponsor.

- d) Check to ensure there are no other contractual obligations related to publicity or publication of research findings. If unsure, contact the Research and Innovation Office (NSWPATH-Research@health.nsw.gov.au) or Corporate Governance (NSWPATH-Legal@health.nsw.gov.au).
- e) Where required by a funding organisation (e.g. the NHMRC, the ARC, etc.) as a condition of providing support for a research project, any peer reviewed journal publication arising from that support must be deposited into an open access institutional repository. Any requests for an exemption must be made to the funding organisation.
- f) In line with [Research Governance in NSW Public Health Organisations Guideline GL2011_001](#), Intellectual Property rights of third parties, including holders of registered patents, must not be infringed by any research projects undertaken within NSWHP facilities or by NSWHP employees. If you are unsure whether your research may infringe on Intellectual Property restraints, contact the NSWHP Research and Innovation Team (NSWPATH-Research@health.nsw.gov.au).
- g) For research directly involving NSWHP, researchers must contact NSWHP's IP Office (NSWHPPath-IP@health.nsw.gov.au) if there is any IP opportunity arising from their research – see our [Intellectual Property Framework](#). Consideration should be given to the potential loss of Intellectual Property rights (e.g. patents) before publishing.
- h) In the case where NSWHP is acting as an Administering Institution, the legal requirements around appropriate acknowledgment will need to comply with the requirements in the agreement with the funding body.
- i) Approval from an appropriate Ethics Committee (or Institutional Review Board) and NSWHP's [Research Governance Office](#) must be obtained prior to commencement of any research project, and if required, the approval must be acknowledged in any publication or presentation.
- j) In line with the Code, appropriate attribution of authorship and disclosure of relevant affiliations of those involved in the work, must be included in any scholarly or scientific publications arising from research activities performed under the auspices of NSWHP. If authorship is not warranted, appropriate acknowledgments must attribute the valuable contribution that has been made.
- k) If the publication is in relation to a matter that is politically or reputationally sensitive, or has the foreseen potential to lead to complaints by external research partners, service providers or the general public, the publication should be provided to NSWHP's Research and Innovation team prior to submission. The Research and Innovation team will seek further feedback from Corporate Governance and the Strategic Communications teams as required.
- l) Following publication, corresponding author must report any complaints regarding the accuracy or integrity of the research output to the Research and Innovation team (NSWPATH-Research@health.nsw.gov.au). The Research and Innovation team will report to the Director of Corporate Governance if required.

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- m) Any potential breach of contractual obligations and/or ethical/legal issues surrounding research projects must be reported to NSWHP's Research Integrity Officer (NSWPATH-Research@health.nsw.gov.au) and to the Director of Corporate Governance (NSWPATH-Legal@health.nsw.gov.au).
- n) In the case that the Research and Innovation, or Strategic Communications team finds a discrepancy with a publication or media communication, the senior researcher will be contacted by either department. The identified issue and appropriate course of action will be discussed and agreed on between both parties.

5.1.8 Dispute Resolution

It is acknowledged that, on occasions, disputes over authorship may arise. Where researchers are unable to reach mutual agreement on an issue of authorship, the following procedures apply:

- a) Attempts to resolve disagreements and disputes should initially be undertaken at the local level (division or department). Any person involved in the dispute may seek advice from their supervisor or manager (both who must adhere to the Code and this Authorship Policy), or staff at the Research and Innovation Office; NSWPATH-Research@health.nsw.gov.au
- b) Continuing disputes over authorship are to be referred for attempted resolution to the Executive Director of the corresponding author's Department. Disputes involving co-authors from other institutions are to be resolved in conjunction with a representative with appropriate seniority from the institution of the corresponding author.
- c) Where it has not been possible to resolve authorship disputes the Chief Executive will decide on further action.

5.1.9 Communication and Media Relations

The Strategic Communications team of NSWHP can help promote NSWHP research and/or researchers via international, national, metropolitan and regional media channels.

- a) As per [NSW Health Pathology Media Relations Guidelines](#), the NSWHP Communications team must be notified of any newsworthy research as soon as made available. This includes accepted publications, grant recipients or presentations at major national/international conferences. This will ensure the team can provide the most appropriate advice and support.
- b) Only the NSWHP's Strategic Communications team can develop and issue NSWHP advice and materials to the media (media release, media statement, media backgrounder etc.). The content of media materials such as media releases are developed with the support and approval of the researcher.
- c) Responsibility for media releases lays with the major sponsor of the research.
- d) In some cases, the relevant journal or major research sponsor will lead media strategies and materials. In these instances, NSWHP's Strategic Communications team will liaise with relevant media teams and external research partners to co-ordinate joint media activities where appropriate, and to ensure the necessary inclusion of logos and acknowledgements.
- e) For media relations surrounding collaborative research, in line with 'the code', all partnering

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Approver: Strategic Leadership Team, Version Number: V1.1, Publication Date: 14/09/2020 This document is subject to change and a printed copy may not be up to date. The current version is only available online in the [NSWHP Policy Library](#)

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institutions and/or sponsors should be acknowledged and logos used when appropriate.

- f) If you are contacted directly by a media representative for comment or background, you should immediately refer the journalist to the NSWHP's Strategic Communications team.
- g) All staff must contact NSWHP's Strategic Communications team immediately, and directly as soon as they are aware of significant issues and incidents likely to generate media attention.
- h) The NSW Health Pathology logo should be included with acknowledgments and must follow the [NSW Health Pathology Corporate Style Guide](#).

NSWHP Strategic Communications contact details:

Email: NSWPATH-News@health.nsw.gov.au

Phone: (02) 4920 4113 or 0419 669 142

6. Roles and Responsibilities

6.1. Communication of New Publications

- a) All authors affiliated to NSWHP must use comply with this policy.
- b) If you have a publication with promotional potential please contact the [Research and Innovation Team](#) and the information will be forwarded to the [Strategic Communications team](#). The Strategic Communication team will assess promotional potential and strategies as appropriate including managing any resulting media opportunities or enquiries. An appropriate media trained spokesperson will be identified at this time as needed
- c) If your publication has received adverse publicity you must contact the [Strategic Communications team](#) for their assistance and advice.
- d) The use of NSWHP's logo on publications, presentations and promotional material must follow the NSWHP [Corporate Style Guide](#) and associated templates including NSWHP [PowerPoint templates](#) for presentations.
- e) NSWHP staff who follow the NSWHP [Corporate Style Guide](#) do not need to seek approval for use of the logo. Use of the logo by non-NSWHP staff requires the approval of the Executive Director, Strategic Communications.
- f) If your research has made a discovery, which is useful (innovative), novel and non-obvious, review [NSWHP's Intellectual Property Framework](#) and contact NSWHP's [Intellectual Property Coordinator](#) prior to submitting a draft article for publication, to discuss protecting your Intellectual Property.
- g) In the case of 6.1.f), refrain from any external communications or publications (including abstracts), as confidentiality is of the utmost importance.

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6.2 NSWHP Staff and Research Partners

6.2.1 NSWHP staff involved in research are responsible for:

- a) Ensuring appropriate authorship is given to those who fit the criteria set out above when publishing research outputs, and that appropriate affiliation is used and acknowledgment of NSWHP in supporting research activities is included.
- b) Ensuring research partners are aware of this policy.
- c) Notifying the NSWHP Strategic Communications team of any potential media, adverse or promotional activities planned by research partners at the earliest opportunity and always before anything is issued to the media
- d) Notifying the [NSWHP Intellectual Property Coordinator](#) of any potential patent opportunities or concerns.
- e) Notifying the [NSWHP Research Integrity Officer\(s\)](#) of any potential breaches to research policy.
- f) Once published, register your publication in [NSWHP's Research Activity Register](#).

6.2.2 NSWHP research partners (commercial and non-commercial) should use this policy when NSWHP:

- a) Is the dominant funding partner.
- b) Is not the dominant funding partner and the research partner does not have an authorship policy.

In addition, NSWHP research partners are expected to comply with the requirements in this policy, regarding acknowledgement in all other cases involving NSWHP funding and/or in-kind support.

6.3 NSWHP Strategic Communications

In line with ['the Code'](#), [NSW Health Public Communication Procedure PD2017_012](#) and the [NSWHP Media Relations Guideline PG_001](#), the Strategic Communication team will:

- a) Assist researchers with media relations where appropriate.
- b) Advise on appropriate course of action for all media communications. Only the NSWHP Strategic Communications team can issue materials to the media about NSWHP research or other NSWHP activities.
- c) Communicate and promote newsworthy opportunities in a timely manner where appropriate and where it believes there is a valid and translatable news angle.
- d) Liaise with the media/communications teams for external research partners and journals to ensure appropriate and timely joint media activity where appropriate.
- e) Endeavour to ensure NSWHP is portrayed fairly and accurately in the media.
- f) Provide support in conducting effective media interviews. Only media trained spokespeople can speak with the media following agreement with the Strategic Communications team.

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6.4 NSWHP Research and Innovation Office

In line with the Code, the Research and Innovation Office will:

- a) Assist researchers with reviewing draft publications.
- b) Review any research publications, presentations and/or media communications from a clinical or scientific viewpoint, if requested by the Strategic Communications team.
- c) Check that the publication does not infringe on any ethical or legal requirements surrounding the research, such as confidentiality, intellectual property or service agreement requirements, in conjunction with the Corporate Governance team.
- d) Monitor, track and provide the Strategic Communications team with a summary of significant new research.
- e) Report any research misconduct notifications to the [NSWHP Research Integrity Officer\(s\)](#).

6.5 NSWHP Intellectual Property (IP) Coordinator/Committee

6.5.1 The NSWHP IP Coordinator will act in accordance with [NSW Health PD2005_370](#).

6.5.2 The NSWHP IP Committee will be responsible for:

- a) Providing advice to the Research and Innovation team and researchers on IP matters.
- b) Seek legal and risk management advice to ensure that all IP is considered in a fair and equitable manner and that undue risk of liabilities is not incurred by NSWHP.
- c) Provide advice to the NSWHP Strategic Leadership Team in relation to developing and supporting IP activity and resourcing of commercialisation in NSWHP.
- d) Make recommendations to the Chief Executive of NSWHP on “significant IP”.

6.6 NSWHP Research Integrity Officer(s)

The NSWHP Research Integrity Officer(s) will be responsible for:

- a) Liaising with researchers on potential research integrity breaches to ascertain a thorough understanding of the potential breach.
- b) Conduct a risk assessment.
- c) Register breach in NSWHP’s risk register.
- d) Escalate potential legal breaches (e.g. contractual and/or regulatory) to the Director of Corporate Governance to determine best course of action.
- e) Escalate breaches to Executive Director Clinical Governance & Quality or CE, as required.

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7. Legal and Procedure Framework

Related Policy Document Suite

NSW Health Intellectual Property Arising from Health Research Policy Directive [PD2005_370](#)

NSW Health Research Governance in NSW Public Health Organisations [GL2011_001](#)

NSW Health Public Communication Procedures [PD2017_012](#)

NSWHP Research and Innovation Framework [CG_006](#)

NSWHP Intellectual Property Framework [CG_007](#)

NSWHP Intellectual Property Disclosure Form [F-00013](#)

NSWHP Media Relations Guideline [PG_001](#)

Related Legislation and Supporting Documents

[NHMRC Australian Code for Responsibility Conduct of Research and supporting documents](#)

[NHMRC National Statement on the Ethical Conduct in Human Research](#)

[NSWHP Corporate Style Guide](#)

[Authorship – A guide supporting the Australian Code for the Responsible Conduct of Research](#)

[NSWHP Media Relations Guidelines](#)

[NSW Health Pathology IP Disclosure Form](#)

[Copyright Act 1968 \(Cth\)](#)

8. Review

This policy will be reviewed by 30/06/2022.

9. Risk

Risk Statement	This policy addresses risk to NSWHP when research publications and other media activity have not appropriately attributed and acknowledged the support NSWHP has provided to the research.
Risk Category	Communication and Information

Policy

Research Publication Authorship, Affiliation and Acknowledgements

NSWHP_PD_026



Health
Pathology

10. Further Information

For further information, please contact:

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11. Version History

The approval and amendment history for this document must be listed in the following table:

Version No	Effective Date	Approved By	Approval Date	Procedure Author	Risk Rating	Sections Modified
1.0	04/06/2020	SLT	02/06/2020	Bente Talseth-Palmer	Low	New policy
1.1	14/09/2020	Executive Director Clinical Governance and Quality	10/09/2020	Bente Talseth-Palmer	Low	Minor amendments to 5.1.4 Authorship and affiliations c) & h)